

**U.S. MISSION PAKISTAN – EMBASSY ISLAMABAD
VACANCY ANNOUNCEMENT NO. 12-39**

OPEN TO: All Interested Candidates
TITLE: Voucher Examiner
POSITION NO: 80335-008
GRADE: FSN-8 (Rs. 904,666 P.A. to Rs. 1,667,547 P.A.)
POSITION No: LOCATION: LAHORE

OPENING DATE: March 16, 2012
CLOSING DATE: March 29, 2012
AGENCY: USAID

BRIEF DESCRIPTION OF DUTIES: The Office of Financial Management (OFM) is responsible for providing full financial management services to USAID/Pakistan. It maintains a comprehensive accounting system (currently in cooperation with the USAID/Cairo accounting station) with a current budget of over \$1.0 billion. It provides dedicated financial analysis and accounting support to each strategic objective team and, as needed, technical guidance to contractors and grantees. The Voucher Examiner is an integral member to the OFM working throughout the range of payment functions providing complex to medium voucher examination services. Voucher Examiner based at USAID provincial office in Lahore works under direct supervision of the Deputy Director USAID Lahore office, technical supervision of the USAID/Pakistan Chief Accountant and general supervision of the USAID/Pakistan Controller.

QUALIFICATION REQUIRED:

EDUCATION: Completion of a Bachelor Degree in accounting from any recognized college is required.

EXPERIENCE: A minimum of five years of performing voucher examining work with host government organizations, NGOs or in a Diplomatic Mission is required.

LANGUAGE: Level IV (fluent) English and Urdu language proficiency, speaking and writing is required.

KNOWLEDGE: A thorough knowledge of applicable sections of USAID Financial Management and Accounting systems and Handbooks on Financial Management, Travel and Transportation, and Attendance and Leave, is required.

ABILITIES & SKILLS: The ability to read, comprehends, and logically applies complicated regulations, directives, and procedures relating to the USAID voucher examining process is required. Familiarity with a variety of computer programs and applications also will be very useful. Excellent written and oral communication skills are required. Flexibility to perform a variety of tasks at the same time, excellent organization skills in order to ensure smooth and efficient "paper flow" in OFM.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply within **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job related training are not eligible to apply in another section/agency within **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section they are employed.
8. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employments clearances (if selected) or relocating for joining.

TO APPLY:

Interested applicants must submit their duly completed [DS-174](#) (Application for Employment as LE Staff). Applications should be forwarded on the following email/ mailing address. Applicants should clearly mark the position title or/and vacancy announcement number they are applying for on the envelop. Applications can also be submitted by email at FSNIslamabad@usaid.gov. While submitting through email, the Vacancy Announcement Number (e.g. 12-39) must be mentioned in the subject line.

**Human Resources Unit, Executive Office, USAID/Pakistan
U.S. Embassy, Diplomatic Enclave, Islamabad**

Applications received after the closing date and incomplete applications will not be considered. Applications not submitted on the prescribed application form and on the given email/ mailing address will not be considered. Only short listed candidates will be contacted for their test/interview. To see all advertised positions, please visit Embassy website http://islamabad.usembassy.gov/employment_opportunities.html.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFMs (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: March 29, 2012

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.